



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PUBLIC HEALTH INVESTIGATOR SPECIALIST
3	Posting Number	PN# 109367 (Multiple Positions)
4	Department	Health & Human Services Department
5	Division	Communicable Diseases
6	Section	HIV/STD Prevention
7	Reporting Location	8000 N. Stadium
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

9 **DESCRIPTION OF DUTIES**

Coordinates identification and reporting of communicable diseases from selected facilities such as laboratories, hospitals and correctional facilities.

CORE FUNCTIONS

- Serves as program liaison to hospitals, correctional or other facilities to ensure timely reporting of reactors and to facilitate appropriate treatment and diagnosis of communicable diseases.
- Identifies and establishes rapport with key individuals at the facility.
- Identifies and responds to concerns which negatively impact on project management.
- Evaluates the quality of effectiveness of services and operations of assigned facilities; plans and conducts site visits to program facilities; develops standards for evaluation.
- Advises contracted facilities on existing related public health regulations, funding sources, and ensures appropriate linkage between providers and other public health agencies.
- Reviews agency budget proposals and proposed budget amendments.
- Works with agency staff and officials in contract development.
- Attends and conducts meetings with agency and departmental officials to discuss problems and policy issues.
- Prepares and submits periodic reports on program activities.

10 **WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in the Social Sciences, Physical Science, Public Health or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of experience in the public health field are required. Pertinent professional experience in the public health field may be substituted for the above educational requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES**

- Master's Degree in Public Health or related field.
- Working knowledge of HIV/AIDS.
- Experience in programmatic monitoring and evaluation.
- Experience working with health care professionals.
- Good verbal and written communication skills.
- Working knowledge of word processing and data management software.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION**

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 20

\$1,151- \$2,136 Biweekly \$29,926 - \$55,536 Annually

18 **OPENING DATE**

March 15, 2006

19 **CLOSING DATE**

OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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